COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA

DSB LIST # **06-15** **ITEM #** **2** **DSB PUBLIC NOTICE DATE** **8 November 2006**

LAST DATE FOR FILING APPLICATION IS: **29 November 2006** **at 2:00 PM**

The Board recommends applications to be submitted by any of the following firms:

(**X**) Architect ( ) Engineer
(**X**) Architect/Engineer (A/E) ( ) Other:

PROJECT NUMBER: **MMA0701 ST1**

PROJECT TITLE: **Library Modernization**

PROJECT LOCATION: **Massachusetts Maritime Academy**

AWARDING AGENCY: **DCAM**

APPROPRIATION SOURCE: **College funds for Study Phase**

AVAILABLE AMOUNT: **$250,000 available for study; funding for design and construction to be determined**

ESTIMATED CONSTRUCTION COST: **$9-12 million (to be determined by study)**

TOTAL FEE, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

(**X**) Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7, §38G(a) **$150,000** dollars

(**X**) Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7, §38G(a), based on the approved estimated construction cost in the certified study. **8.5** per cent

IMMEDIATE SERVICES AUTHORIZED:
(**X**) CERTIFIABLE BUILDING STUDY
( ) OTHER:

As per M.G.L. C.7, §38I, the selected designer may be appointed by the DCAM Commissioner for continued services as noted below subject to approval by the Designer Selection Board:
(**X**) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
(**X**) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
(**X**) CONSTRUCTION PLANS AND SPECIFICATIONS
(**X**) ADMINISTRATION OF CONSTRUCTION CONTRACT
( ) OTHER:

MBE/WBE PARTICIPATION:
In accordance with Executive Order #390, DCAM has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goal **must** be met within the list of requested prime and sub-consultants. All applicants must indicate how they intend to meet these goals and will be evaluated on that basis. Further information about the program appears on pages 6-10. Applications from MBE and WBE firms as prime consultant are encouraged.

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APPROPRIATION LANGUAGE:

Not applicable.

GENERAL SCOPE OF WORK:

Division of Capital Asset Management
D·C·A·M
Building for the Commonwealth

Project Introduction

This project calls for the Study and Final Design for the modernization of the existing library, or its replacement at the Massachusetts Maritime Academy (MMA). The existing Hurley Library, built in 1972, is a two-story, 26,800 gross square feet structure, located in the heart of the MMA campus, occupying a convenient location between the academic facilities cluster and student dormitory complex.

Aerial view of Hurley Library, with its main entrance facing the student dormitories and its rear facing the recently constructed Storer Engineering Building

Aerial view of peninsula accommodating MMA campus

The Captain Charles H. Hurley Library provides students with access to an outstanding collection of books, periodicals, newspapers, media, and databases. The Hurley Library contains more than 50,000 volumes and 175 periodical and newspaper subscriptions. CD-ROM discs and workstations maintain up-to-date data on the Code of Federal Regulations, environmental issues, and marine technology. Included in this library are two, twenty-five station computer laboratories, all networked to the campus-wide network and the Internet, as well as a computer-assisted design (CAD) laboratory. The library has a Learning Resource Center (LRC) and a special Honors Room for honors students, and is fully automated through a library network, affording access to over two million volumes by courier service.

The age of the building, and it's overall condition and functionality demand a detailed examination in order to upgrade the facility to contemporary standards, address significant maintenance and repair problems, and meet current code and other regulatory requirements. An upgraded library is important to support MMA's core academic mission and will enable greatly improved utilization of a valuable resource.

The Study must answer a number of basic questions about a range of challenging issues surrounding the project scope and budget.

> What is the right size and type of library to meet MMA's educational needs for the foreseeable future?
>
> What level of capital expenditure is justified to achieve a functionally and technically sound long-term facility?
>
> Can the existing building be cost-effectively modified to be re-used as a library, or serve alternative campus space needs such as, for example, faculty office space?

Vision for the Library

The following is a preliminary vision statement provided by the institution for the transformation of the MMA Library into a state-of-the-art Information Commons serving the needs of the current crop of technology-savvy students.

The vision calls for an open, light, welcoming place where everyone on campus will want to be…a student-centered community of scholars! Twenty-first century libraries continue to embrace reading and research but technological

advancements have added a new dimension that makes library learning spaces much more enticing. Today's academic library must be a comfortable, appealing space that blends social, cultural, and physical attributes with technology to have a positive effect in a student's education.

The library building, constructed in 1972, will be the last building on the campus to undergo a major upgrade and expansion. Although the basic configuration has not changed in thirty years, the way students use libraries and information has evolved tremendously in those three decades. Furthermore, after 115 years as an undergraduate organization, the Academy now needs resources to support Master's level programs. Across the country, college libraries have been struggling to find the right mix of books, databases, technology and common study areas. Finally, there is consensus on the right formula to attract students into the building and provide easy, convenient access to the newest ideas and latest technologies. A major upgrade of existing space is envisioned that will transform the library into an active learning space, called an "Information Commons".

An "Information Commons" includes a comfortable café where a cadet can socialize and an IT help desk where they can drop off a laptop for repair. There will be noisy study areas, quiet spots and group-study spaces where cadets can engage their minds in the setting that works best for their learning style. All areas will be complete with network drops and electrical outlets for laptops. Around other corners, you will find music space, presentation/practice areas and public computers with the latest production software. There will be a media section, complete with public scanning, streaming audio and video production capabilities for coursework and teaching. The technological infrastructure will extend 'behind the scenes' to facilitate access to resources and deliver digital content to both the MMA faculty and to the learning community.

In addition to the technological make-over to bring the library to 21st century standards, the library/information commons will also offer upgraded support systems, furnishings and new equipment for three critical services currently available in the library: the Academy's Learning Resource Center, the Writing Resource Center and the Disability Support office. Other spaces that must be considered include staff offices, a simulator room, computer lab(s), classroom(s), the ship model room, archives, and traditional library services and print collections.

Description of Existing Building

A detailed commentary on the existing conditions in the library is included in the accompanying background information following this DSB notice.

Exterior – facing north

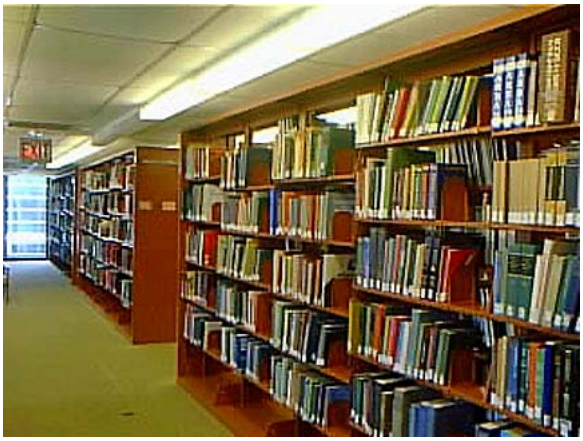
Exterior – facing southeast

Main entrance

Exterior – facing southwest

Front desk

Reading area for periodicals



Stacks

Stacks

Preliminary Scope of Work

The scope of work for the proposed study may include, but is not limited to, the following major tasks:

Library Operations Analysis – analysis of the current and future operations of the library and related educational services, including: review of the library organization, current collections, projected growth, management of infrequently used items, specialized functions, integration/application of digital technology, staffing patterns, user profile, individual and group study areas, etc. The intent will be to understand in detail how the current library works and develop a detailed forecast of how it is likely to operate in the foreseeable future, given its desired role in the vital educational mission of the College, and trends and best-practices.

Existing Condition Analysis – a detailed quantitative and qualitative inventory of the space, architectural fabric and engineering systems of the existing building, cataloguing functional, technical and regulatory deficiencies, prioritized corrective measures, and associated costs.

Space Needs Analysis -- development of space requirements based on library program considerations, space allocation standards and guidelines, industry benchmarks, etc. The starting point for this analysis will be a detailed inventory of existing space in the entire building, right sizing to meet current requirements, and projections for future needs based on validated programmatic considerations. Space use efficiency, and a functional layout embodying clear organization principles (including built-in flexibility and adaptability) will form the basis for a proposed architectural design concept.

Siting Analysis – analysis of constraints and opportunities with respect to the existing and alternative locations. If the study determines that the recommended approach is the construction of a new library building, its location will be informed by the campus master plan (currently in the final stages of preparation). Importantly, the entire MMA campus is located within a flood zone. Of the approximately 39 acres of buildable land (non-wetlands), 14 acres are located within the FEMA Special Flood Hazard Area (SFHA) VE zone, and 25 within the SFHA AE zone. Significant flood protection criteria will impact all major renovation and new construction within these zones.

Architectural Concept Development -- development of pre-design scheme embodying programmatic requirements, custom fitted to reflect site planning and architectural-engineering considerations; a preferred alternative should be selected from three options. The concept must fully embrace principles of universal design and green design (a minimum standard reflected by LEED Silver certification is the intent).

Outline Specification Development -- based on DCAM's standard specification, an outline specification should be developed to identify key building quality and systems performance criteria, that will then be used as the basis for a construction cost estimate.

Cost Analysis -- based on DCAM's cost estimating manual, modeling of likely costs to assist in selection of the preferred option, and development of Uniformat based cost estimate, and reflecting the above outline specification, for study certification.

Implementation Plan – analysis of key implementation considerations including project scheduling, phasing, swing space needs (including associated costs), etc.

Please note that the selected Designer will be responsible for developing a detailed Workplan, including descriptions of all key tasks and deliverables, project schedule and fee breakdown. Notice-to-proceed will be contingent upon approval of a satisfactory Workplan.

GENERAL CONDITIONS OF THIS CONTRACT:

Study Contract

If selected for study services, the applicant agrees to execute DCAM Form C-3 Contract for Designer's Services–Study, or its successor, without revisions or modifications. DCAM customarily compensates the designer during the Study Phase on a percentage basis in accordance with the approved workplan.

Design Contract

At the conclusion of the study, if approved by the DSB to perform final design services, the applicant agrees to execute DCAM Form C-2 Contract for Designer's Services, or its successor, without revisions or modifications.

DCAM Procedures
The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 (http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: http://www.mass.gov/cam/DSB/index.html.

Construction Specifications
The designer shall utilize the new DCAM Standard Specification provided at the contract signing.

PMAS
Consultants will be required to use DCAM's electronic web-based Project Management and Accounting System (PMAS) as a repository for all project correspondence, documentation, and project budgeting, and scheduling. No special software is required.

Workshops
DCAM and the Designer will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all workshops.

Sustainable Design
This project must meet the minimum standards for sustainable design established by A&F Bulletin 12 (http://www.mass.gov/envir/Sustainable/pdf/anf_administrativebulletin12.pdf). DCAM has also set a goal of LEED Silver (http://www.usgbc.org/) for this project, and the final study must include an analysis of the potential LEED Silver Certification per C. 164 §331 of the Act of 1997 and DCAM's "Sustainable Design Building Guide." This analysis, including detailed cost estimates, will identify and recommend energy efficient alternatives and the use of resources efficient materials for consideration as part of the final design. Any and all of these alternatives may be incorporated as part of the final design and will be considered as part of the base fee. However, if DCAM determines that LEED certification will be pursued, the certification process will be considered an extra service in the design and construction phase of the project.

Universal Design
In addition to complying 521 CMR, The Rules and Regulations of the Architectural Access Board (http://www.mass.gov/aab/aab_regs.htm), the consultant will review ADA Title II (http://www.usdoj.gov/crt/ada/reg2.html), and the ADA Accessibility Guidelines (http://www.access-board.gov/adaag/html/adaag.htm), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. DCAM welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

Environmental and other supplemental services
DCAM reserves the right to obtain supplemental services through independent consultants who will collaborate with the prime and the project team.

Cost Estimating
Cost estimates, cost models, and estimator participation in both the study and the design phases will meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf, and Uniformat II can be found at http://www.bfrl.nist.gov/oae/publications/nistirs/6389.pdf.

Building Commissioning
DCAM may include building commissioning as part of this project. An operations and maintenance plan will be produced as a reimbursable expense during the building commissioning phase. The Designer will meet with DCAM's building commissioning agent during design and construction to evaluate design proposals for mechanical systems to ensure maintainability and operational efficiency.

CM at Risk
The construction of this project may be performed utilizing a construction management at-risk (CMAR, sometimes referred to as CM/GC) contract in accordance with MGL Chapter 149A.

CONDITIONS FOR APPLICATION:
Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance the standard designer's contract, i.e., minimum coverage of $250,000 up to $1,000,000 depending on the construction cost. DCAM may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH **MBE/WBE PARTICIPATION GOALS**. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.

1. **Architect (as prime)**
2. LEED Accredited Professional
3. Library Consultant
4. Structural Engineer
5. Mechanical Engineer (HVAC, Plumbing, Fire Protection)
6. Electrical Engineer
7. Civil Engineer
8. Landscape Architect
9. Building Code Specialist
10. Specifications Writer (independent consultant required)
11. Cost Estimator (independent consultant required)

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

1. **Planning and design of innovative libraries, information commons and learning resource centers for higher education**
2. Library operations analysis
3. Design of green buildings, including LEED certified and/or registered buildings
4. Desirable but not required: demonstrated experience in the use of 3D/4D or Building Information Modeling (BIM) tools during the study, design and construction phases of the project

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at http://www.mass.gov/cam/forms/fi_dselectboard.html.

The Designer Selection Board will consider only complete applications submitted on the DSB2005 Application Form. Applications that are incomplete or submitted on a form other than **DSB2005,** may be rejected as non-compliant and not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.

Library Modernization

Massachusetts Maritime Academy

Background Information for
DSB Notice

Division of Capital Asset Management
D·C·A·M
Building for the Commonwealth

COLLEGE PROFILE

Mission

The mission of Massachusetts Maritime Academy is to graduate educated men and women to serve the maritime industry as licensed officers or to serve the transportation, engineering, environmental, and industrial interests of the Commonwealth and the Nation.

The Academy supports the national defense by the commissioning of officers in the U.S. Merchant Marine and the U.S. Armed Forces. The Academy believes in learning through application and requires students to spend a portion of their academic program at sea or in internships or cooperatives. Resident life is regimented, instilling in cadets honor, responsibility, discipline and leadership.

A complementary mission is to provide lifelong learning opportunities, particularly for those in marine industries and to serve the Commonwealth and region in furthering its maritime interests.

History

The Massachusetts Maritime Academy is part of a seagoing tradition dating back to colonial times. The Academy's history as an educational institution began with an act of the State legislature, June 11, 1891, which created the Massachusetts Nautical Training School. The name was changed in 1913 to the Massachusetts Nautical School. From its founding until 1964, it was administered by a superintendent serving under a board of commissioners appointed by the Governor of the Commonwealth. The school has grown from an entering class of forty cadets in April 1893, to a well-respected, world-recognized institution, the oldest maritime academy in continuous operation in the United States and the largest State maritime academy.

From its earliest days, the Academy had training vessels on loan from the Navy. The first training ship was the U.S.S. Enterprise, a full-rigged bark and steam powered cruiser, 185 feet in length, 35 feet in beam, drawing 14 feet, and having compound engines of 1200 horsepower. The Enterprise was replaced in 1909 by the U.S.S. Ranger, an iron gunboat, barkentine rigged, with steam engines. She was 177 feet long, with a 22-foot beam, and drew 14 feet. She had a wireless telegraph, submarine signal apparatus, a steam capstan, and steam steering gear all very modern for the time. Ranger s name was changed to Nantucket in 1918 and she remained in Academy service until 1942, when federal responsibility for state maritime academies was transferred from the Navy to the United States Maritime Commission. Her last name was Emery Rice.

In 1942, the Massachusetts Nautical School moved from Boston to Hyannis. Given the new name of Massachusetts Maritime Academy, it was based at the former Hyannis State Teachers College campus. For most of World War II, the usual two-year course was shortened to sixteen months; new classes arrived as soon as space was available. As in World War I, Academy graduates served bravely and effectively.

During World War II, Maritime Academy cadets took their training cruises on a variety of merchant ships. At the war s end, the United States Maritime Commission reinstated the practice of providing training vessels to state maritime academies, and Massachusetts received the former Navy ship, U.S.S. Charleston, one of the last large gunboats. Built in 1936, she was 328 feet long, 41 feet in beam, and drew 13 feet. Oil fired boilers drove steam turbines developing 6,000 horsepower giving her a speed of up to 20 knots.

Acquiring a new Academy training ship meant a move from Hyannis in 1949, because Charleston's thirteen-foot draft was too much for Hyannis Harbor. The Maritime Academy's commissioners requested use of the State Pier at Buzzards Bay, where classrooms were made available. Berthing for the cadets was on the training ship. The Charleston was replaced by U.S.S. Doyen in 1957, renamed Bay State. She was a 415-foot-long, 60-foot-beam, 6,500-ton Navy attack transport with geared steam turbines (8500 horsepower) and a maximum of 18 knots.

In 1964, legislation placed Massachusetts Maritime Academy within the Division of State Colleges of the Commonwealth of Massachusetts. Also in that year, the Commonwealth of Massachusetts authorized the Academy to grant Bachelor of Science degrees in Marine Transportation and Marine Engineering to cadets completing a four-year course of study.

Initial accreditation as a college was granted by the New England Association of Schools and Colleges in 1974 and was renewed in 1980, 1990 and 2001.

In 1977, the Academy admitted women. Women currently comprise approximately 15% of the student population.

The training ship, Patriot State, formerly the Santa Mercedes, served the Academy from 1985 to 1999, and was replaced in 2000 by the present training ship, Enterprise, formerly the Cape Bon. Enterprise, named in honor of the Academy's first training ship, is 540 feet in length with a 76-foot beam, and she draws 27 feet. Her geared steam turbines of 15,500 shaft horsepower produce a speed of 20 knots.

Since 1990, the Academy's programs have been expanded to include Facilities and Environmental Engineering, Marine Safety and Environmental Protection, and International Maritime Business.

COLLEGE POPULATION PROFILE

Student Enrollment	1,209 (FTE)
Faculty	73 (Headcount)
Staff	138 (Headcount)

LONG RANGE PLAN FOR LIBRARY

Mission Statement

The Massachusetts Maritime Academy (MMA) Library supports the mission and programs of the academy through acquisition and management of maritime and academic information resources, development of information fluency, and by providing excellent service to library users.

The MMA Library strives to be a preeminent maritime library with holdings in the areas of Emergency Management, Facilities & Environmental Engineering, International Maritime Business, Marine Engineering, Marine Safety & Environmental Protection, Marine Transportation and Facilities Management. The MMA Library supports academic research for Undergraduate and Master's level programs. We aspire to be an Information Commons and model teaching library that is central to the curriculum of the academy, providing access to well-balanced general collections. We intend to be a state-of-the-art library that leverages and applies the newest technologies and techniques in delivery, access, collection, and preservation of information services and resources.

Strategic Plan

A long-range, strategic plan was submitted to the Massachusetts Board of Library Commissioners in September 2006. The goals, outlined, hereafter, comprise broad, strategic concept areas within which action must be taken in order to achieve the Library's mission. These goals provide the framework for organizing objectives and initiatives. Objectives and initiatives within one goal will be related to other goals.

While serving its mission, the MMA Library fully intends to achieve its vision within the next five years. That vision will be attained through accomplishments of goals within the strategic areas listed, hereafter. The Library's Annual Report is the primary vehicle for communicating progress towards achievements in strategic goals of the long-range plan, accomplishment of objectives and reporting on activities, issues, challenges and trends.

Goal 1. Transform the library's physical space to create an inviting, effective environment for exploration and discovery, study and reflection, and the exchange of ideas.

Goal 2. Provide and improve access to information resources through onsite collections, electronic resources, networks, and cooperative agreements.

Goal 3. Ensure proactive application of information technologies required to access and use a full range of information resources and services.

Goal 4. Preserve maritime knowledge.

Goal 5. Establish visible and proactive public services.

Goal 6. Develop outreach and instructional programs for library users.

Goal 7. Continually support, develop, attract, and retain a highly skilled and qualified staff who are committed to transforming the library.

Goal 8. Enthusiastically promote the Library to increase its visibility and presence on and off campus. Actively seek and secure greater financial support from a wide variety of sources both internal and external to the Academy.

Goal 9. Play an active role in Academy affairs.

Goal 10. Contribute to the library profession and to the advancement of knowledge.

LIBRARY -- COMMENTARY ON EXISTING CONDITIONS

The following commentary on existing conditions has been provided by MMA.

Work Areas

All library staff work areas are comprised of desks, chairs, worktables and other furniture that is a mix of cast-offs from other offices, primarily early- to mid-1970's. Typically, desks and chairs are not ergonomic in design. Layout, workflow patterns, service desks/counters and furniture are no longer appropriate or adequate for efficient workflow or the type of office equipment used, today, specifically desktop computers, scanners, printers, etc. that are the primary tools of the trade.

Operational work areas (service desks/counters) are not designed to be efficient for all types of library work that is performed, today. Traditional library services such as checking out books, are delivered with ease; emerging services that are technology-based cannot be implemented in the current physical layout of the functional work areas, such as public scanning of documents, production of CD or DVD from licensed resources, downloading podcast, streaming video/audio lectures to an MP3 Player, etc. Furthermore, in the absence of these technology-based tools, staff are not trained or able to troubleshoot or assist students with licensed resources that utilize new information delivery mechanisms. Students must handle technology-based resources on their own.

Neither staff work space nor public service desk configurations are flexible to meet current functional or technological changes and certainly cannot be expected to meet future service needs where adaptable space is warranted.

Study Areas

Study areas can be characterized as dark and uninviting. Cadets are drawn to study spaces that are located near large, windowed areas, regardless of the condition of the tables and seating in those areas. The current generation of students who use the Library for study and research, prefer to work at the larger tables (group study) located throughout the library. Students prefer the Library's outdated, vinyl upholstered chairs to individual study carrels.

During summer 2006, 25 vintage, damaged, wood/plywood carrels were removed from the library. This opened up space on the second floor which has been repurposed as a Reading Room that also houses the print Reference collection. The Reference Reading Room overlooks the 4th Company parking lot and is furnished with large tables for group study and a few individual

study carrels for quiet study. We hope the location near natural light combined with space for group and quiet study will attract students who enjoy studying in a more traditional library space - in proximity to Reference materials.

Cadets also use the CAD and Microcomputer Resource Center's computer labs, located in the Library, for study that involves the Internet or production software (CAD, Math Lab, MS Office). The (2) computer terminals located on the first floor of the library are restricted to searching the library catalog and do not allow open access to the Internet.

Wireless access is available on the first floor of the library building but is not reliable on the second floor. Cadets who work on the second floor must use their own laptops for study that requires Internet access. Printing from wireless devices is not an option, at this time.

Learning Resource Center (LRC) and Writing Resource Center (WRC) spaces

The LRC is a tutoring center for math and sciences. In July 2006, the LRC was relocated from the 2nd floor to the 1st floor to be in closer proximity to the WRC that provides tutoring services for English and writing skills. In order to accommodate the LRC move, the Library's Reference Collection was moved to the 2nd floor, as described in Section 5.1.2.

In Fall 2006, the LRC and WRC will be renamed as the Academic Resource Center (ARC). To reinforce the academic support provided by tutorial resources, the ARC will also include the Disability Compliance Office (DCO). The ARC is furnished with existing tables and chairs. The DCO is a separate office, but is also furnished with cast-off furniture.

Stacks

The circulating books are shelved on the 2nd floor of the library. The metal stacks are mostly 1970's orange in color; some shelves are grey or black. A few wooden shelves are used in various locations around the library; these tend to be cast-offs from other offices on campus.

For the most part, shelving has been stabilized, as needed, throughout the library.

Signage

Because the Library building is located at "the heart of the campus", it is easy to find. This may be the reason for minimal exterior signage. Exterior signage indicating "Hurley Library" is comprised of (2) wooden quarterboards, which are nautical in character. One sign is positioned over the main entrance doors. The other quarterboard is positioned on the West, ship/canal side of the building. There is no signage on or near any of the other exterior doors indicating their purpose or that these doors are not an entrance into the facility.

Interior signage is a mix of directional and service-based signs that are vintage 1970's (white lettering on brown background). This color scheme provides some visual consistency, but is also low-impact, hence ineffective. Other visual materials that compete with signage include bulletin boards, notices, honorary plaques, and occasionally, paper signs.

Lighting

Interior lighting is comprised of fluorescent panels interspersed among drop-down ceiling panels. Some staff offices have incandescent desk fixtures or halogen ceiling fixtures. The system for controlling lights is complex; turning ship model room lights on/off requires entering the classroom.

Natural lighting is limited in most study areas. Overall, lighting in shelving and study areas is not inviting.

Circulation Patterns

First Floor

Most people enter and exit the building through the main entrance facing the dormitories. This entrance is comprised of two sets of automatic sliding doors. People then move to their destination in the building: circulation desk, Navy office, WRC, LRC, classroom(s), computer lab, computer terminal, ship model room, etc., or they continue up the stairs to the second floor. The Disability Compliance Office (DCO) is located just inside the main doors to the library, i.e., in the foyer; this location allows for discreet access to the DCO/Affirmative Action (AA) officer.

A smaller amount of traffic enters and exits through a side-door on the Harrington side of the building. Occasionally, some staff and faculty enter and exit through the machinery room doors, although this is strongly discouraged. During rain and snowstorms, the library is a conduit between buildings, wherein people enter and exit between the main entrance and the Harrington building, passing through the lobby areas.

The one elevator in the building is located behind the circulation desk and is the service elevator for moving equipment and furniture. It is not heavily used by students or faculty, except those who are disabled. This elevator cannot really be considered a public elevator because it is not easily accessible in its location through staff workspace.

Second Floor

People generally use the central stairs to get to the second floor. At the second floor landing one is faced with numerous doors and no signage indicating the purpose of the various rooms. Because the Reference Collection is now located on the second floor, the sense of being in the "library" portion of the building is more obvious; you can see shelves from the landing. Most users require assistance from staff the first time they need to find a book in the circulating collection on the second floor.

Undoubtedly, staff will have to accompany users to the 2nd floor more frequently to assist with questions that must be researched in the print Reference collection; use of online resources is expected to reduce the impact of relocating the print resources from the 1st to the 2nd floor.

Space Inventory

The following is a preliminary space inventory of the existing building:

First Floor

Ship model room	726 SF
Exhibit Case (lobby wall)	44 SF
Circulation Desk	720 SF
Director's Office	160 SF
Institutional Archives (old media room)	136 SF
Technical Processing Office	132 SF
Storage and processing room	576 SF
Newspaper displays (incl. space around)	25 SF
Journal displays	93 SF
(3) Index tables (incl. space around)	240 SF
(2) public computer workstations (incl. space around)	32 SF
Photocopier (incl. space around)	40 SF
Foyer/Lobby	825 SF
Microcomputer Resource Center	600 SF
Large round, glass topped table (incl. space around)	100 SF
Sofas/soft-seating area	150 SF
Lobby seating	280 SF
Lobby seating	160 SF
Mechanical/Furnace Room	220 SF
Janitorial closet	45 SF
Janitorial closet	15 SF
Elevator (outside dim.)	120 SF
Stairwell: Center	288 SF
Stairwell: North	152 SF
(2) Restrooms: (1) M; (1)W	200 SF
(1) Restrooms: (1)HP M/W	100 SF
CAD Lab (Room 116)	1,512 SF
Classroom (LL01/Room 117)	1,188 SF
Writing Resource Center	702 SF
Learning Resource Center	1,071 SF
Honor's Room	324 SF
DCO/AA (Folino)	294 SF
Faculty office (Jop)	575 SF
Faculty office (Humanities)	575 SF
Naval Science Office	450 SF
SEMAC (Barnstable County Aquaculture office)	320 SF
Subtotal	13,190 SF

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Second Floor

Reference Collection/Reading Room: facing 4th Co. parking lot	3,111 SF
Reading/Study space: facing Harrington	216 SF
Reading/Study carrels: facing ship	490 SF
Stacks (circulating collection)	2,052 SF
Stacks (circulating collection)	693 SF
Stacks (circulating collection)	486 SF
Stacks (circulating collection)	108 SF
Stacks (circulating collection)	540 SF
Stacks (circulating collection)	504 SF
Conference Room entrance	90 SF
Conference Room	900 SF
Foyer entrance to stacks	150 SF
Computer lab (decommissioned) - West: worktables for study/space for future	720 SF
Elevator (outside dim.)	84 SF
Stairwell: Center	288 SF
Stairwell: North	152 SF
Mechanical space	120 SF
Janitorial closet	16 SF
Restrooms: (1) M	165 SF
Subtotal	10,885 SF